

Central Stores

DESCRIPTION OF MAJOR SERVICES

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies at the lowest cost and in a timely manner. Central Stores also orders, stocks, and delivers to Arrowhead Regional Medical Center (ARMC) all its medical forms. Central Stores also maintains the surplus property pool. The division strives to accurately inventory and fairly distribute surplus property to interested county departments, community-based organizations, and the general public.

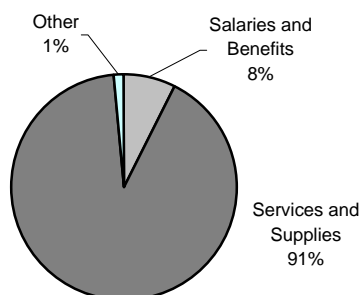
The Purchasing Department's Central Stores Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET AND WORKLOAD HISTORY

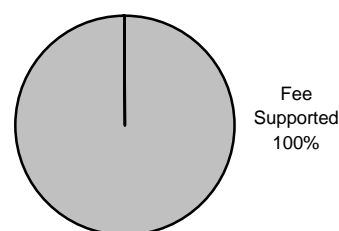
	Actual 2003-04	Budget 2004-05	Actual 2004-05	Budget 2005-06
Appropriation	8,013,104	7,271,067	8,636,892	8,319,234
Departmental Revenue	7,703,050	7,444,140	8,929,050	8,558,371
Revenue Over/(Under) Expense	(310,054)	173,073	292,158	239,137
Budgeted Staffing		12.0		13.0
Fixed Assets	-	-	-	10,000
Unrestricted Net Assets Available at Year End	107,208		358,204	
<u>Workload Indicators</u>				
Work Orders	31,269	30,600	34,676	-
Online Orders	-	-	-	15,060
Special Orders	-	-	-	7,151
Stock Orders	-	-	-	13,640
Warehouse/Stores Sales	7,810,013	7,400,000	8,884,967	8,018,759
Medical Form Units	-	-	-	37,224

Actual expenditures and revenue are greater than budgeted primarily due to the increase in store sales.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



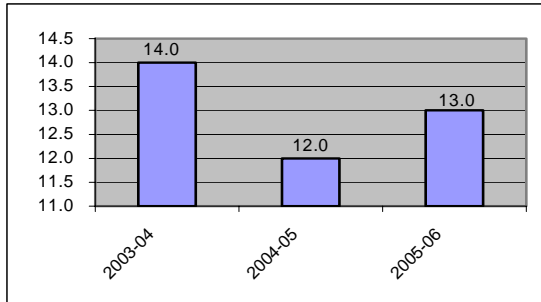
2005-06 BREAKDOWN BY FINANCING SOURCE



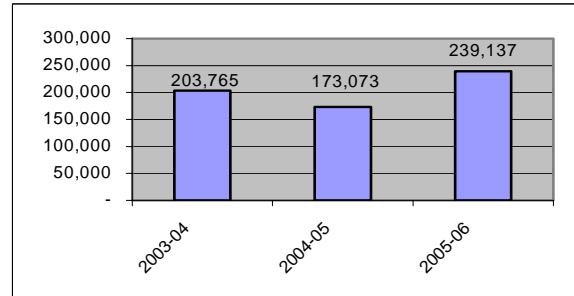
NOTE: This budget is expected to increase unrestricted net assets by \$229,137.



2005-06 STAFFING TREND CHART



2005-06 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Central Stores

BUDGET UNIT: IAV PUR
FUNCTION: General
ACTIVITY: Central Stores

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
Appropriation					
Salaries and Benefits	521,745	541,698	583,276	50,452	633,728
Services and Supplies	7,991,863	6,609,486	6,586,323	957,046	7,543,369
Central Computer	14,124	10,724	15,788	-	15,788
Transfers	109,160	109,159	109,159	12,555	121,714
Total Appropriation	8,636,892	7,271,067	7,294,546	1,020,053	8,314,599
Depreciation	-	-	-	4,635	4,635
Total Requirements	8,636,892	7,271,067	7,294,546	1,024,688	8,319,234
Departmental Revenue					
Current Services	8,925,285	7,444,140	7,444,140	1,114,231	8,558,371
Total Revenue	8,929,050	7,444,140	7,444,140	1,114,231	8,558,371
Revenue Over/(Under) Exp	292,158	173,073	149,594	89,543	239,137
Budgeted Staffing		12.0	12.0	1.0	13.0
Fixed Assets					
Equipment	-	-	-	10,000	10,000
Total Fixed Assets	-	-	-	10,000	10,000

DEPARTMENT: Purchasing
FUND: Central Stores
BUDGET UNIT: IAV PUR

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and benefits Addition of 1.0 Clerk II to work in the Central Stores business office for the ARMC Forms Program for an increase in cost of \$48,652.	1.0	50,452	-	(50,452)
** Final Budget Adjustment - Mid Year Item Increase in costs of \$1,800 related to the Clerical Classification Study approved by the Board on April 5, 2005 #67. This increase in cost resulted in an increase in Current Services revenue of \$1,800.				
2. Services and Supplies Increase in purchase of materials as well as courier & printing services due to anticipated increase in work orders and the printing of ARMC's medical form packages.	-	957,046	-	(957,046)
3. Transfers Increase due to increase in administrative fees sent to Purchasing for services rendered by Purchasing administrative staff.	-	12,555	-	(12,555)
4. Depreciation Increase due to value of equipment.	-	4,635	-	(4,635)
5. Current services Revenue is expected to increase by \$1,112,431 due to an anticipated increase in the number of work orders placed by departments. In addition, revenue is expected to increase due to the ARMC Forms Program.	-	-	1,114,231	1,114,231
Total	1.0	1,024,688	1,114,231	89,543

** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.

BOARD APPROVED CHANGES IN FIXED ASSETS

Brief Description of Board Approved Changes	Appropriation
1. Equipment Increase to purchase two power pallet jacks to be used in the warehouse to transport large pallet orders.	10,000
Total	10,000

